

**NOTICE**

There is a job vacancy in the **BAY COUNTY PERSONNEL AND EMPLOYEE RELATIONS DEPARTMENT.**

JOB TITLE: **RETIREMENT ADMINISTRATOR/ACCOUNTANT**

PAY GRADE: \$44,657.60 entry, progressing to  
\$51,854.40 after three years (PB07)

This full-time position with benefits is included in the B.C.A.M.P.S. unit, although membership in the union is voluntary.

**GENERAL SUMMARY:**

Versed in governmental accounting practices, procedures and principles and defined benefits programs. Responsible to perform general accounting functions for the Bay County Retirement System Fund. Prepare reports on the Retirement System Fund to federal, state and local governmental agencies and private entities as required. May assist other division heads in finance department relative to the retirement system fund as directed. Is responsible for all human resources actuaries pertaining to potential and past retirees from Bay County, Department of Water and Sewer, Library, Bay-Arenac Behavioral Health, Medical Care Facility, Sheriff's group. Reports directly to the Supervisor of Payroll and Benefits.

**TYPICAL DUTIES:**

1. Record some financial transactions of the retirement system.
2. Assists in reconciling the retirement system fund general ledger.
3. Monitor the retirement system bank statements.
4. Act as liaison person for potential and current retirees and retirement board.
5. Schedule seminars and individual sessions to explain pension benefits.
6. Initiate, review and update forms used by the retirement system.
7. Schedule pre-retirement planning seminars for employees contemplating retirement.
8. Assists in updating retirement ordinance, as required.
9. Coordinate reporting procedures for all employee groups.
10. Prepare reports on the retirement system as required by federal, state and local governmental agencies and private entities.
11. Analyze retirement system vouchers, expense accounts and outstanding balances of the retirement system.
12. Audit travel vouchers, expense accounts and outstanding balances of the retirement system.
13. Perform general accounting functions for the retirement system such as budgeting, GASB entries on the county's financial software program.
14. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATIONS:** Bachelor's Degree in business with accounting curriculum, governmental or fund accounting and/or human resource/benefits or equivalent experience may be considered. PHR, SPHR, CPM certifications a plus. Experience preferred, but not required. Testing for competency in basic accounting and intermediate Excel required. "In box" exercise and writing proficiency may also be required.

**PHYSICAL:** This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time. Valid operator's license required.

Make application online at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or in person/via US mail at the Bay County Personnel Department, 515 Center Avenue, Bay City, MI 48708 no later than **4:00 p.m. Tuesday, February 2, 2016.**

**AN EQUAL OPPORTUNITY EMPLOYER**

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."